

**Administrative Permit: FARM EMPLOYEE HOUSING**

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$1,910**	4900
DPLU ENVIRONMENTAL		\$630**		2600
DPW ENGINEERING			\$795	
DPW INITIAL STUDY REVIEW			\$245	
STORMWATER				
DEH	SEPTIC/WELL SEWER	\$692		
DPR				
<b>INITIAL DEPOSIT</b> <b>\$4,272**</b>				

VIOLATION FEE: \$500

\* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

\*\* **ALL FEES ARE WAIVED (except fees for DEH and DPW) IF APPLICANT HAS ENTERED INTO CONTRACTUAL AGREEMENT WITH HCD.**

**NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.**

**- Please read and follow instructions Step by Step!! -**

**Step 1:**

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as “pdf” files, then **submitted on CD's**. The forms have “Data Entry Form Fields” and can be completed and saved on your computer.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [346S Supplemental Application Form](#)
- [399F Fire Availability Form](#)
- [399S Sewer Availability Form](#)
- [399SC School Availability Form](#)
- [399W Water Availability Form](#)
- [511 Notice of Proposed Administrative Permit](#)
- [514 Public Notice Package/Certification](#)

**Step 2:**

***In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.***

- Plot Plans: **Eight (8) hard copies.**  
If in Alpine CPG area: **Eight (8) hard copies.**  
If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**  
346 Discretionary Permit Application Form: **One (1) hard copy.**  
346S Supplemental Application Form: **One (1) hard copy.**  
511 Notice of Proposed Administrative Permit: **One (1) hard copy.**  
--- Public Notice package (see DPLU-516 for details)  
a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.  
b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

**All forms listed below are informational only and shall not be submitted.**

These are available at: DPLU Zoning Forms.

- 390 Farm/Agricultural Employee Housing Application Procedures  
515 Public Notice Procedure  
516 Public Notice Applicant's Guide  
906 Signature Requirements  
ZC001 Defense and Indemnification Agreement  
ZC013 G-3 Determination of Legal Parcel  
ZC090Z Typical Plot Plan

**This application requires an appointment to submit.  
To schedule or cancel appointments please call (858) 694-2262.**

**NOTES:**

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s).**  
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.**
3. Applicant shall indicate on form DPLU #346S (Supplemental Application Form) under "**Description of Use**" the following criteria: The number of structure(s) proposed. The type of structure(s) proposed. The existing or proposed farming activity on the project site. The number of farm employees to be housed. The number of individuals within the farm employee's family to be housed.
4. Instruct the applicant to contact the Department of Housing and Community Development (HCD) at (858) 694-4829, for information concerning the **Contractual Agreement**. HCD is located at 3989 Ruffin Road, San Diego, California 92123.
5. Instruct the applicant to contact the Department of Agriculture, Weights and Measures (AWM) at (858) 694-2739, for information concerning obtaining a **Verification of Agricultural Operation**. AWM is located at 5555 Overland Ave, Building 3, San Diego, California 92123.

6. **Place “AFFORDABLE HOUSING EXPEDITED HANDLING CARD” on top of submittal before submitting to PPS.**
7. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.